



The Secretary General

18SL0247E

Brussels, 18 December 2018.

Dear Director General,

I am pleased to inform you of **the WCO-Japan Career Development Programme 2019/2020**, to be held from September 2019 at the WCO Headquarters. Funds for this Programme will be provided by the Japanese Customs Administration.

The objectives of the Programme are to promote the involvement of Members where neither of the two official WCO languages is widely spoken; to provide developing-country Members with an opportunity for selected candidates to undertake work at the Secretariat as a Professional Associate to obtain knowledge, skills and international work experience; to develop and enhance networks among WCO Members and the Secretariat; to support and assist the Secretariat in its missions, work and tasks; to enhance the research function of the WCO; and to develop a pool of highly competent officials with expertise in Member administrations.

Under this Programme, the selected Customs officials will be given an opportunity to spend **approximately ten months from September 2019** at the WCO Secretariat and thus gain valuable international experience. Each official will be assigned to an area of work which is commensurate with his/her skills. More detailed information on the Programme, including the conditions of service, is set out in Annex I.

If you wish to nominate a candidate for this Programme, please return the attached nomination form (Annex II) and application form (Annex III) duly completed by your Administration and the candidate respectively, to the Office of the Secretary General by email (careerdevpro@wcoomd.org) **by Friday 8 March 2019**. Please note that applications received after the deadline will not be considered.

Along with the application documents, it is also required that each Administration nominating one or more candidates sends a formal letter by the Head of Administration addressed to the WCO Secretary General where the names and the positions of the nominees are stated. It should be noted that Administrations are expected to nominate no more than three candidates.

If you have any questions or need clarification regarding this Programme, you may contact Mr. Shingo Matsuda, the Manager of the Programme or Ms. Varduhi Tovmasyan, Coordinator of the Programme, by phone (numbers +32 2 209 96 45 and +32 2 209 9622 respectively) or by fax: +32 2 209 94 99 and e-mail: careerdevpro@wcoomd.org.

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I look forward to receiving nominations of good candidates for the WCO-Japan Career Development Programme.

Yours sincerely,

A handwritten signature in black ink, reading "Kunio Mikuriya". The signature is written in a cursive style with a long, sweeping underline.

Kunio Mikuriya.